ODP # 8/-074

16 JAN 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

THROUGH: Director of Data Processing /s/ BTJ

SUBJECT: Creation of a Systems Group in the Office of
                  Finance

        Bill:

        1.   The growth of computer systems requirements for the
Office of Finance has now reached a stage where resources
available to service our needs perform only a percentage of
presently identified maintenance and new applications. Every
new requirement now forces a decision on prioritization and a
subsequent delay or deletion of some requirement. In short
we are not keeping pace with all validated requirements, and
we are meeting some mandatory requirements at the cost of other
kinds of requirements which we believe are just as necessary
to insure the continuing efficiency and effectiveness of our
financial management systems into the future.

        2.   What we need is a group of 40 positions in the Office
of Finance made up of 20 MF positions which can provide finance
expertise to systems design and management and 20 MZ positions
which can provide data processing expertise to systems design
and management. At present we have 16 such MF positions and
1 MZ position. Office of Data Processing provides us with
about 11 man years of additional MZ manpower. I am proposing
that 23 positions be added to the Office of Finance to give us
the 20-20 combination we believe is needed. I would hope that
this could be done without taking any positions away from ODP
as I am sure they could use their present positions for other
Agency requirements and for continued support to us on matters
which are multi-functional or beyond planned capabilities.
In any case this recommendation would provide an enlarged and
dedicated work force to provide the financial services the
Agency needs and management expects. I also believe that in
the long view this move will be cost effective by leading to
future gains in accuracy, timeliness, flexibility and security
of our financial systems at minimal manpower costs. If we do
not do something, we are bound to have growing dissatisfaction
with our abilities to keep up with requirements.

3. In support of this request, I am attaching brief descriptions of requirements which we currently have, with estimates of analytical and programming times where available. The need is current and I am therefore seeking your advice as to how best to move this proposal toward implementation if you approve of it. I expect to raise this as a requirement in the formulation of the FY 1983 budget, but I would hope we could get approval to begin recruiting hard to get data specialists as early as FY 1981. If not, outlook for any real improvement in the situation over the next three fiscal years is bleak. Bruce and I need to work out arrangements for the interface between OF and ODP on these matters and are discussing them now. Be happy to discuss this further with you.

(signed) Edward L. Sherman

Edward L. Sherman

Atts

A. Finance Work Orders Submitted to ODP

Compensation Division

	Description	Work Hours
1.	FY 81 Support to CIARDS Actuary sys for Treasury Department	300
2	New PGM to produce data for actuary/in hold status	120
3.	Expand master file bank account number/in hold status	80
4.	Convert M&P dictionary files to COMVAD	250
5.	Changes in specs for 1980 W-2 documents	300
6.	New SOC code '7' in Payroll master	40
7.	Premium Pay	1,280
8.	Salary tape label fomat change for Teasury	32
9.	Convert to SFN in the Biweek Payroll system	2,030
10.	Part-time and intermittent employees	100
11.	Full-time equivalent (FTE) bi-week	100
12.	Audit requirements for Agency Payroll system	
13.	Addition of data elements on rosters	60
14.	Expansion of MST file for 2 digit step field	
15.	Add 'On Error' checking to biweek pgms	390
16.	Develop alt method T&A input/no resource available	
17.	NOCPAY data for PERINSUR	
18.	Expansion of bank account number (CIARDS)	104
19.	Ad hoc reorts for Agent Payroll system	
20.	Full-time equivalent (FTE) NOCPAY	150
21.	CIARDS Payroll system assist PERINSUR with data base	26

25X1 (item 7)

A-1

22. New CIARDS Payroll System - Development

23. Use CIARDS WAEPA field for another deduction

24. Prep 'Notice of Monthly Annuity Ck Adj' - CIARDS

Audit & Certification

1. Modify the VO/FYEND procedure for deleting data

2. Allow 9 digits for Zip codes

3. Allow check refunds against w/o contracts

4. Develop proc to purge the CONIF GAS file

5. Modify audit/add procedure to retain old data if new rejects

Accounts Division

1. Error messages dealing with 'Bucket'   136

2. Update allot Master with Appropriation Symbol
   and Tenure of Funds   136

3. Prog. mod. for TC (transaction code) matrix
   and IV phase Data entry system   96

4. Chg recon prog - include 1st day of month activity

5. Convert GAS barf reporting to GAS RAMIS   456

6. GAS documentation   148

7. Apply security classification to all reports   216

8. Correct Fiscal Year in the voucher number for   20
   PP 10

9. Automate input from Class B and C Stations   40

10. GASDAY 09 error report problem   30

11. Decentralize the input of obligations

12. New FRS Menu to query office data by SOC

13. Modify FRS Menu for new SOC options

A-2

B. Summary of ODP Maintenance Work Orders

Component	Work Hours
Compensation	3730
Accounts	1030

B-1

C. Policy and Planning

Small Systems

Component	Project
Audit & Certification	Certification and authorization tracking system Travel vouchers

25X1

Word Processing survey

Career Mgmt	Personnel records
Monetary	Monetary model Word Processing survey
Compensation	New CIARDS Computer Assisted Instruction New Payroll Domestic ETAR Word Processing survey
AD/Liaison	Blue Chips Military detailee pay

25X1

personnel file
GSA work orders
2504 Deposit accts
FEDSTRIP/MILSTRIP

25X1

Word Processing survey

AD/Policy and Planning	LIMS Document retrieval easy access method Information Systems for Financial Managers 1981 Field Accounting and Budgeting (Former Class A) Maintenance
B&F's	On-line advance account query Commo travel order

25X1

portfolio

Accounts	Bank account reconciliation Word Processing survey

C-1

D. Major Systems Work - No work order to ODP

Compensation Division

1. Automate rehired annuitants

2. Independent contractors on AOB

3. Domestic ETAR

4. 5/4-9 Accommodate Compressed Time T&A's

25X1

7. Percentage of Government contribution for part-time employees health benefits

8. Report format on Counter Checks

9. Security file number update

10. Automate contract master file data from PERSIGN

11. Additional compensation for personnel overseas

12. Revised FEGLI rates and entitlements

13. Accomodate PSAS

14. Audit Staff - Master file data

15. Postal Zip to 9 digits

16. New Payroll System

25X1

18. Three digit line code for NOCPAY

25X1

20. Merit Pay

21. Alias cover

22. Leave records for NOCPAY

D-1

23. Retirement records for NOCPAY

24. Not to exceed amount for independent contractors

25. Coordinated devised facility system

26. Print W-2's on official cover personnel

27. Bank address system coordinated with the counter check procedure

28. Master changes for Hospitalization, Life Insurance, Pay Raises, etc. Computation System

29. Quarterly breakdown for NOC's produced by system and quarterly overpayments

	25X1

31. Adaptation to allow information to be received from PERSIGN System

32. Earnings Statement - To include leave balances and to provide more detailed information.

33. Future Legal Requirements for all Payrolls

Audit and Certification Division

1. Print vouchers and schedules in Key Building

2. Modify IN/ADD, IN/EXP procedures to accept TC 126

3. Display "PAYEE" after contract number is input

4. On IN/ADD, breakout CN/AVOPT into Cost, Fee, Freight.

5. Generate IN/PAYCAT from CN/TYPYMT and CN/CL/ASSN

D-3

Accounts Division

1. Future legal requirements

2. FAB interface

3. Class B interface

4. New Payroll interface

5. NOC Pay interface - three digit line code

6. Committments

7. Decentralize expenditures

	Present		Proposed	
	OF Positions	ODP Work	MF Pos	M_ Pos
Compensation				
Maintenance	3	5.1	3	7
New Programs	-	-	4	2
Audit & Certification				
CONIF/POPS	2	.1	2	2
LIMS	1	-	1	-
Field Accounting	1	.7	1	2
Accounting				
GAS	4	3.0	4	2
FRS	1	.5	1	1
Small Systems	3	1.2	3	2
Systems Management	2*	-	1	2
	17	10.6	20	20
	27.6		40	

*One position staffed by MZ Careerist

OF

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Edward L. Sherman Director of Finance 1212 Key Building	EXTENSION	NO.
	DATE 14 January 1981	25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/ODP 2D00 HQS.	23 Jm		CJJ	Bill: Ed Sherman has discussed the matter of insufficient resources to handle OF computer system requirements with Bruce and myself. There is agreement among us that we are underinvested. The question of how we would organize our people, given that the additional resources could be made available, has been left open. Bruce and Ed felt that this matter could be addressed after the resource problem had been solved. This memo suggests one such solution.
2.				
3. A/DDA 7D24 HQS.				
4.				
5.				
6.				25X1
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79